



CITY OF ATLANTA

Job Announcement

CORRECTIONS OFFICER (E)

STARTING SALARY: \$32,345

Salary Grade: 12-PS

Applications Accepted From: October 17, 2005 until vacancies are filled

An applicant will be initially hired as a Corrections Officer Recruit with a beginning salary of \$28,404. After the incumbent completes the probationary period, their classification will change to Corrections Officer and their pay will become \$32,345 per year. This position requires shift and weekend work.

THE POSITION

The purpose of this job is to supervise inmates in detention facilities in a specific area of assignment within the corrections/detention system in accordance with established policies, procedures and regulations. Duties include: maintaining order and discipline within the facilities; supervising, escorting and transporting inmates; patrolling assigned areas and inspecting buildings and inmate cells; controlling contraband and preventing escape; ensuring the safety of inmates and staff; assisting fellow officers; and preparing logs, reports and other documents.

MINIMUM JOB REQUIREMENTS

Persons applying must have a high school diploma or GED equivalency, be at least 20 years of age, and be a U.S. citizen. Applicants must have a valid driver's license at the time of application and have a valid Georgia driver's license at the time of appointment. This license must remain valid while employed in this classification. Applicants must attain and maintain POST Basic Jail Officer Certification within 6 months of appointment and must maintain it while employed in this classification.

THE SELECTION PROCEDURE

Candidates should apply Monday-Thursday during the hours of 8:00 a.m. – 4:00 p.m. at the Department of Corrections, Career Development Section, located in City Hall East, 675 Ponce DeLeon Ave., 11th Floor, Atlanta, GA 30308.

TEST TIMES ARE: Monday-Thursday at 10:30 am & 2:00 pm

The selection procedure includes:

- Pre-Screening Application
- Criminal History Check
- Driving History Check
- Written Psychological Test
- Polygraph
- Reading Comprehension Test
- Math Skills Test
- Video Test
- Oral Psychological Interview
- Medical/Physical

A minimum of 6 month process

Contact Corrections Career Development at (404) 853-7620

FAX: (404) 853-7628

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)